



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,
SOFTWARE AND SERVICES**

Special Item No. 132-51 Information Technology Professional Services
Special Item No. 132-62 HSPD-12 Product and Service Components

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

AUTHENTICATION PRODUCTS AND SERVICES – Authentication products and services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of

E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance. Refer to clause C.65 Authentication Products and Services for requirements that must be met prior to award.

SPECIAL ITEM NO. 132-62 HSPD-12 PRODUCT AND SERVICE COMPONENTS (FPDS D399)

Personal Identity Verification (PIV) Credentials and Services. This facilitates trusted physical and electronic access to government facilities and networks using smart card technology. PIV Credentials and Services is a key enabler of identity assurance for access control and protects Federal facilities and information systems from unauthorized access, interception, and tampering.

Contract Number: GS-35F-0301T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: March 01, 2012 through February 28, 2017

Pricelist current through Modification # PS-0004, dated 02/23/12.

Systems Engineering, Inc.
21351 Gentry Drive, Suite #100
Dulles, Virginia
Tel (571) 434-6943
Fax (571) 434-7554
www.seisecure.com

Business Size: Small Disadvantaged

SYSTEMS ENGINEERING, INC.
FSS INFORMATION TECHNOLOGY SCHEDULE PRICELIST
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“Note: All non-professional labor categories must be incidental to and used solely to support hardware, software, training and/or professional services, and cannot be purchased separately.”

INFORMATION FOR ORDERING ACTIVITIES

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☒ [X] The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ [] The Geographic Scope of Contract will be overseas delivery only.
- ☐ [] The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Systems Engineering, Inc.
21351 Gentry Drive, Suite #100
Dulles, Virginia 20166
Tel (571) 434-6943
Fax (571) 434-7554

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(571) 434-6943

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 19-719-4079
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1412482

- 4a. CAGE Code: 0E5A8
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

- a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>30</u> Days
<u>132-62</u>	<u>30</u> Days

Expedited Delivery and/or Overnight and 2-Day Delivery are offered and are available based on the provider's rate at the time the services is requested.

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
b. Quantity - None
c. Dollar Volume - None
d. Government Educational Institutions - Government Educational Institutions are offered the same discounts as all other Government customers.
e. Other

SEI reserves the right to offer discounts at time of delivery order award.

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

Special Item Number 132-62 – HSPD-12 Product and Service Components

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Section 508 is NOT Applicable. The EIT standard can be found at: www.Section508.gov/ or www.systemsengineeringinc.com.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)
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1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES IFSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract ~~in accordance with this clause.~~
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (MAR 2009) (DEVIATION I – FEB 2007) for firm Fixed Price order and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003 Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements – Commercial Item Acquisition As prescribed in 16.601 (e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by –

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

SEI is Minority Owned and is certified by the Small Business Administration (SBA) as a Small and Disadvantaged Business under subchapter 8a and is widely known in the Intelligence arena for their expertise in providing “high security” solutions for the rapidly growing number of intelligence-related facilities.

SEI provides custom Information Technology (IT) solutions for both the government and public sectors. Our technical expertise, innovative approach and utilization of industry Software Development Life Cycle standards enable our clients to successfully achieve business and IT-related goals. Please see the Labor Category Descriptions and for GSA Labor Rates below.

Our experience has shown that effective system engineers must anticipate future systems requirements. They must predict the performance of future systems; the cost required to develop, procure, install and support such systems; and the schedule by which they can be designed and implemented. The predictions and estimates must be based on sound technical projections and must be fully coordinated with the users. When done properly, this will help to ensure creditable and justifiable systems. The system engineer's product is a definitive system specification, which must ensure that system alternatives have been carefully scrutinized, trade-offs made, risks analyzed and that overall performance is optimized. Interoperability and compatibility are also essential elements of effective engineering and must be assured. In summary, an effective system development plan must provide:

- Quantitative Design Specifications.
- Technical and Cost Parameters.
- Transition Alternatives and Schedules, and;
- Review and Assessment of Relevant Technological R&D Areas.

**TERMS AND CONDITIONS APPLICABLE TO
AUTHENTICATION PRODUCTS AND SERVICES
(SPECIAL ITEM NUMBER 132-62)**

AUTHENTICATION PRODUCTS AND SERVICES (MAY 2006) (C-FCL-007)

A. General Background.

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

B. Special Item Numbers.

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

- SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:
 - PIV enrollment and registration services,
 - PIV systems infrastructure,
 - PIV card management and production services,
 - PIV card finalization services,
 - Physical access control products and services,
 - Logical access control products and services,
 - PIV system integration services, and
 - Approved FIPS 201-Compliant products and services.

C. Qualification Information.

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category "Approved FIPS 201-Compliant Products and services.

D. Qualification Requirements.

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

1. Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).
2. After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.
3.
 - a. If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.
 - b. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

E. Demonstrating Conformance.

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

1. for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
2. for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
3. for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>.

F. Acquisition Program Management Office (APMO).

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

1. The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

Stephen P. Duncan
Program Manager
E-Authentication Program Management Office
2011 Crystal Drive, Suite 911
Arlington, VA 22202
stephen.duncan@gsa.gov
703.872.8537

2. The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

Mike Brooks
Director, Center for Smartcard Solutions
Office of Center for Smartcard Solutions
1800 F Street, N.W., Room 5010
Washington, D.C. 20405
202.501.2765 (telephone)
202.208.3133 (fax)

1. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to receive assisted services for a fee.

2. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

- d. Any Contractor travel required in the performance of the Services under SINs 132-60, 132-61 and 132-62 must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

3. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

4. INSPECTION OF SERVICES

The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (MAY 2001) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

5. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite services.

6. INDEPENDENT CONTRACTOR

All services performed by the Contractor under the terms of this contract shall be an independent Contractor, and not as an agent or employee of the ordering activity.

7. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

8. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

9. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I-OCT 2008) (DEVIATION I-FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I-OCT 2008) (DEVIATION I-FEB 2007) applies to labor-hour orders placed under this contract.

11. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

12. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

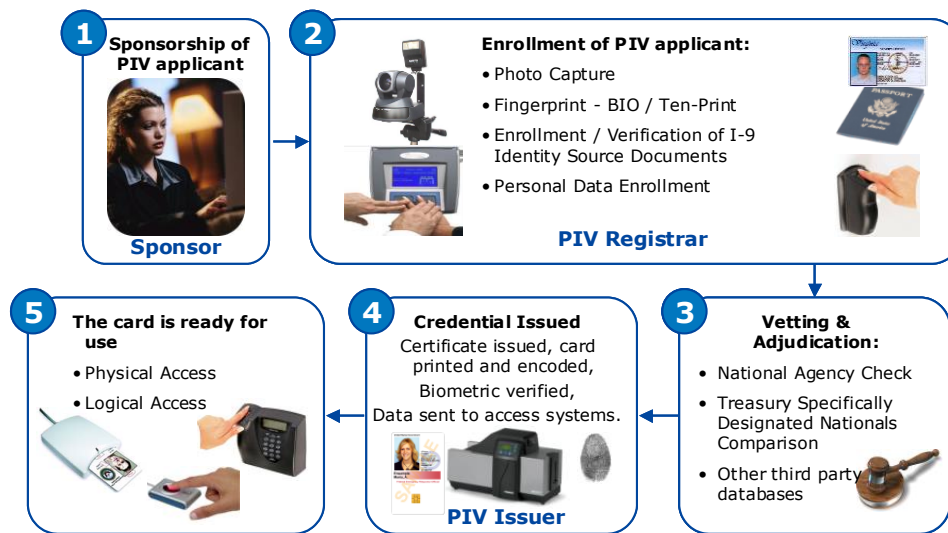
13. DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING

SEI maintains a Smart Card Demonstration Center at their offices in Dulles, VA that has enabled many Government users to witness firsthand the state-of-the-art technologies and security integration services that SEI has to offer. SEI is compliant with the NIST's Government Smart Card Interoperable Specification (GSC), Homeland Security Presidential Directive (HSPD) 12 and the Federal Information Processing Standard (FIPS) Publication 201. Please see the Labor Category Descriptions and the GSA Labor Rates below.

SEI design approach for PIV Integration began with employing the requirements of Homeland Security Presidential Directive –12, (HSPD-12) in accordance with FIPS-201 process. FIPS-201 is the guidelines for the implementation of HSPD-12. FIPS-201 has the following premises:

- The Smart ID Cards/Badges are issued, based on sound criteria for verification of personal identification.
- The SYSTEM is strongly resistant to identity fraud, tampering, counterfeiting and terrorist exploration.
- Individual identities can be rapidly authenticated electronically.
- Only providers whose reliability has been established by an official accreditation process issue identification verifications.

Figure 1 depicts the PIV-I process flow based role-model implementation.



Designed to comply with all card issuance and management requirements of FIPS PUB 201.

FIGURE 1 – PIV-1 FLOW PROCESS

SIN 132-51 LABOR CATEGORY DESCRIPTIONS

SEI-001 Project Engineering Manager

Plans and directs all specialized engineers working on a specific project/projects. Manages the development, implementation, and evaluation of complex designs, product construction and testing in order to ensure completion of project as efficiently and effectively as possible. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

SEI-002 Project Engineer III

Responsible for the completion of long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems. Requires a bachelor's degree and 6-8 years of experience in the field or in a related area. May require ongoing training in network/telecom seminars. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

SEI-003 Project Engineer II

Responsible for the completion of long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. May require ongoing training in network/telecom seminars. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

SEI-004 Project Engineer I

Responsible for the completion of long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. May require ongoing training in network/telecom seminars. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEI-006 CAD Drafter II

Transforms initial rough product designs using computer-aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

SEL-005 CAD Drafter I

Transforms initial rough product designs using computer-aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

SEL-007 Software Engineering Manager

Manages a team of software engineers to architect, design enterprise software products/operating systems. Writes product requirement documents, implements and tracks development timelines, negotiates feature sets with the development leads and product. Requires a bachelor's degree in a related area and at least 7 years of experience with software development in Java and C++, strong relational database knowledge. Knowledge of e-commerce infrastructure, customer relationship management, data warehousing, and business intelligence. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

SEL-008 Software Engineer IV

Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Designs, plans, and coordinates work teams. Provides technical support to project team members. Requires a bachelor's degree in a related area and 6-8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

SEL-009 Software Engineer III

Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

SEL-010 Software Engineer II

Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

SEL-011 Software Engineer I

Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Requires a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

SEL-012 Software Support Manager

Oversees software support staff. Manages department budget to ensure goals are met. Establishes and maintains relationships with engineering and software development. Provides advanced troubleshooting skills to resolve technical problems. Researches, reports and corrects any quality assurance issues. Requires a bachelor's degree and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

SEL-013 Software Support Engineer III

Troubleshoots and develops technical solutions related to software and setup errors for field engineers, technicians, and customers. Creates workaround procedures when standard procedures have failed and ensures issues are resolved in a timely fashion. Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.

SEL-014 Software Support Engineer II

Troubleshoots and develops technical solutions related to software and setup errors for field engineers, technicians, and customers. Creates workaround procedures when standard procedures have failed and ensures issues are resolved in a timely fashion. Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEL-015 Software Support Engineer I

Troubleshoots and develops technical solutions related to software and setup errors for field engineers, technicians, and customers. Creates workaround procedures when standard procedures have failed and ensures issues are resolved in a timely fashion. Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEL-016 Network Engineer III

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

SEL-017 Network Engineer II

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree in area of specialty and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

SEL-018 Network Engineer I

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

SEL-019 Field Service Engineer V

Installs, troubleshoots, and maintains products/equipment. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to a manager or head of a unit/department.

SEL-020 Field Service Engineer IV

Installs, troubleshoots, and maintains products/equipment. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

SEL-021 Field Service Engineer III

Installs, troubleshoots, and maintains products/equipment. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

SEL-022 Field Service Engineer II

Installs, troubleshoots, and maintains products/equipment. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEL-023 Field Service Engineer I

Installs, troubleshoots, and maintains products/equipment. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

SEL-024 Engineer V

Provides expert consultation in one or more areas for the design, development and implementation of technical products and systems. Recognized as technical leader and resource. Recommends alterations and enhancements to improve quality of products and/or procedures. Responsible for all internal activities and product development. Requires a bachelor's degree in engineering and at least 8-10 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

SEL-025 Engineer IV

Provides expert judgment and analysis for the design, development and implementation of technical products and systems. Resolves highly complex technical issues and conducts advanced research. Recommends alterations to development and design to improve quality of products and/or procedures. Requires a bachelor's degree in engineering and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

SEL-026 Engineer III

Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. Requires a bachelor's degree in engineering and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

SEL-027 Engineer II

Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.

SEL-028 Engineer I

Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. May require a bachelor's degree in engineering and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

SEL-029 Engineering Aide III

Assists all levels of engineers with their tasks and assignments. May require a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

SEL-030 Engineering Aide II

Assists all levels of engineers with their tasks and assignments. May require a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

SEL-031 Engineering Aide I

Assists all levels of engineers with their tasks and assignments. May require a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

SEL-032 Consultant II

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Over eight years of progressive experience in participating in large and complex projects. Provides guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the key areas and knowledgeable in the others. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

SEL-033 Consultant I

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Up to four years of progressive experience in participating in large and complex projects. Specific expertise in one or more of the key areas. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

SEL-034 IT Architect II

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Over eight years of progressive experience in participating in large and complex projects. Ability to translate client's business requirements into specific system, application or process designs. Interfaces with client personnel and executives to identify functional requirements. Leads less experienced architects in design activities from requirements analysis through systems, application and/or process design specification.

SEL-035 IT Architect I

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Up to four years of progressive experience in participating in large and complex projects. Participates in translation of the client's business requirements into specific system, application or process designs. Functions as a team member with client personnel to identify functional requirements. Participates in a wide range of design activities, from requirements analysis through systems, application and/or process design specification.

SEL-036 IT Specialist II

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Over eight years of progressive experience in participating in large and complex projects. Provides analytical ability and creativity in developing and implementing solution deliverables. Provides technical advice to project managers and team leaders, and gives technical direction to team members. Delivers new and complex high quality solutions to clients in response to varying business requirements.

SEL-037 IT Specialist I

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Up to four years of progressive experience in participating in large and complex projects. Assists in delivery of high quality solutions to clients in response to specific business requirements. Develops technical skills and absorbs professional knowledge quickly. Performs assigned technical tasks including study, analysis, programming, product installation. Has some specific product, technology, or industry-related specialized skills and works with proposals, requirements, designs, implementations and production projects/engagements. May use tools to analyze and implement portions of a customer solution.

SEL-038 Physical Security Analyst

Bachelor's degree or equivalent related experience. Over four years experience in physical security and control standards in relationship to safeguards for the protection of information from theft, modification, or destruction. Conducts formal program evaluations of agency and contractor facilities. Analyzes, designs, and evaluates complex security aspects of operating computer systems. Evaluates established criteria for access controls, storage, reproduction, transmission, and destruction of data. Examines and evaluates the type of hardware used and the vulnerability of information transmitted. Conducts cost benefit and other types of studies of current and contemplated operations to determine the security factors and implications. Recommends measures to reduce or eliminate areas of vulnerability.

SEL-039 Computer Security Specialist

Bachelor's degree or equivalent related experience. Over four years experience in computer security and disaster recovery. Provides highly technical specialized guidance in management, design, development, implementation, and integration of systems applications. Ensures that vital information assets are properly protected from all levels of risk by recognizing all levels of work, using all methods possible to avoid disaster and create effective recovery methods to be used when a disaster occurs. Provides clear and practical methods for assessing all levels of risk of data loss, data theft, and privacy incursion. Presents extensive methods with which effective procedures may be built to protect against all but unpredictable or illogical loss of data.

SEL-040 Database Administrator Specialist

Bachelor's degree in Computer Science, Information Systems, or other related field. Over six years of progressive experience in systems analysis and programming. Provides technical expertise in the analysis, design, development, implementation, and maintenance of database management systems (DBMS) for software application systems.

SEL-041 Trainer/Course Developer

Bachelor's degree or equivalent related experience. Over five years of progressive experience in participating in large and complex projects. Develops course and instructional materials to educate and instruct technical and non-technical personnel. Gathers and assembles information pertaining to subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials.

SEL-042 Configuration Management Specialist

Bachelor's degree in Computer Science, Information Systems, or other related field. Over eight years of progressive experience in systems planning, analysis, design, and development on large and complex projects. Evaluates and develops software standards for designing, coding, testing, validating, and documenting software applications. Evaluates software tools to support software program development including test data generators, debuggers, version control aids, and programmer workbench methodology to include implementation of software applications.

SEL-043 Quality Assurance Specialist

Bachelor's degree in Computer Science, Information Systems, or other related field. Over seven years of progressive experience in systems planning, analysis, design, and development on large and complex projects. Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in an IT organization. Develops and defines characteristics of quality including quality metrics and scoring parameters.

SEL-044 Information Systems Training Specialist III

Organizes, conducts training, and educational programs for information systems or user personnel. Maintains records of training activities, employee progress and program effectiveness. Competent to work in all phases of information systems training. Bachelor's Degree or fifteen years of applicable training related experience. Ten years of directly related experience including management or leadership roles in successful efforts developing training programs, course curriculum, or training methodologies. Demonstrated the ability to lead highly qualified staffs in complex training related projects.

SEL-045 Information Systems Training Specialist II

Organizes, conducts training, and educational programs for information systems or user personnel. Maintains records of training activities, employee progress and program effectiveness. Competent to work in most phases of information systems training under general direction. Bachelor's Degree or eight years of applicable training related experience. Six years of directly related experience including leadership or participant roles in successful efforts developing training programs, course curriculum, or training methodologies. Have demonstrated the ability to contribute to the design of training curricula. Typically reports to a supervisor or manager.

SEL-046 Information Systems Training Specialist I

Organizes, conducts training, and educational programs for information systems or user personnel. Maintains records of training activities, employee progress and program effectiveness. Competent to work in some phases of information systems training under general direction. Bachelor's Degree or four years of applicable training related experience. Two years of directly related training experience including classroom instruction and roles in successful efforts to develop training courses. Typically reports to a supervisor or manager.

SEL-047 Systems Administrator II

Schedules, coordinates, assists, and oversees installations, upgrades, and maintenance. Performs initial configuration and setup of system; monitors system resources daily; makes recommendations for upgrades; and trouble shoots hardware, software, and network problems within the system. Performs system tuning to enhance performance; develops backup schedules according to project and system requirements. Tests new and updated operating system software, system file fixes and major product enhancements. Reconfigures system and COTS software as required. Configures project and user environments; adds, deletes and modifies user accounts and user groups. Configures system security according to all appropriate security regulations and standards. AA or equivalent certified technical training plus three years experience (or BS plus one year) experience administering a large LAN system or in providing installation and operations support of complex network and computer operating systems. Minimum one year as Task Leader.

SEL-048 Systems Administrator I

Monitors system resources daily and trouble shoots hardware, software, and network problems within the system. Tests new and updated operating system software, system file fixes and major product enhancements. Provides technical assistance to identify and analyze critical problems and issues in corporate systems. Reconfigures system and COTS software as required. Configures project and user environments; adds, deletes and modifies user accounts and user groups.

SEL-049 Administrative Assistant II

Conducts administrative duties on a client project and other administrative duties as required. Performs administrative and project support in areas of program management, project control, report generation, scheduling and financial management. Exercises judgment in accomplishing tasking, and works independently. Over six years experience in performing administrative tasks, including familiarity with the Microsoft Office Suite (Word, Excel, and PowerPoint). Must have High School Diploma or equivalent.

SEL-050 Administrative Assistant I

Conducts administrative duties on a client project and other administrative duties as required. Performs administrative and project support in areas of program management, project control, report generation, scheduling and financial management. Exercises judgment in accomplishing tasking, and works under limited supervision. Over three years experience in performing administrative tasks, including familiarity with the Microsoft Office Suite (Word, Excel, and PowerPoint). Must have High School Diploma or equivalent. AA or equivalent certified technical training plus two years experience (or HS plus four years) experience administering a LAN system or in providing installation and operations support of network and computer operating systems.

SIN 132-51 GSA LABOR RATES

Labor Category Number	Labor Category	GSA Hourly Rate
SEI-001	Project Engineering Manager	\$213.37
SEI-002	Project Engineer III	\$175.68
SEI-003	Project Engineer II	\$171.83
SEI-004	Project Engineer I	\$150.75
SEI-005	CAD Drafter II	\$78.84
SEI-006	CAD Drafter I	\$72.26
SEI-007	Software Engineering Manager	\$200.03
SEI-008	Software Engineer IV	\$162.77
SEI-009	Software Engineer III	\$141.18
SEI-010	Software Engineer II	\$118.78
SEI-011	Software Engineer I	\$95.87
SEI-012	Software Support Manager	\$170.23
SEI-013	Software Support Engineer III	\$138.90
SEI-014	Software Support Engineer II	\$109.64
SEI-015	Software Support Engineer I	\$87.84
SEI-016	Network Engineer III	\$145.59
SEI-017	Network Engineer II	\$120.87
SEI-018	Network Engineer I	\$100.46
SEI-019	Field Service Engineer V	\$164.30
SEI-020	Field Service Engineer IV	\$133.25
SEI-021	Field Service Engineer III	\$108.43
SEI-022	Field Service Engineer II	\$89.05
SEI-023	Field Service Engineer I	\$74.08
SEI-024	Engineer V	\$177.88
SEI-025	Engineer IV	\$153.34
SEI-026	Engineer III	\$131.86
SEI-027	Engineer II	\$113.62
SEI-028	Engineer I	\$94.99
SEI-029	Engineering Aide III	\$88.66

Labor Category Number	Labor Category	GSA Hourly Rate
SEI-030	Engineering Aide II	\$78.41
SEI-031	Engineering Aide I	\$65.61
SEI-032	Consultant II	\$159.46
SEI-033	Consultant I	\$142.25
SEI-034	IT Architect II	\$130.26
SEI-035	IT Architect I	\$102.45
SEI-036	IT Specialist II	\$120.91
SEI-037	IT Specialist I	\$102.45
SEI-038	Physical Security Analyst	\$160.03
SEI-039	Computer Security Specialist	\$144.35
SEI-040	Database Administrator Specialist	\$141.96
SEI-041	Trainer/Course Developer	\$167.57
SEI-042	Configuration Management Specialist	\$113.80
SEI-043	Quality Assurance Specialist	\$120.91
SEI-044	Information Systems Training Specialist III	\$130.44
SEI-045	Information Systems Training Specialist II	\$117.35
SEI-046	Information Systems Training Specialist I	\$99.57
SEI-047	Systems Administrator II	\$164.33
SEI-048	Systems Administrator I	\$128.63
SEI-049	Administrative Assistant II	\$106.69
SEI-050	Administrative Assistant I	\$88.90

SIN 132-62 LABOR CATEGORY DESCRIPTIONS

SEL-001 Project Engineering Manager

Plans and directs all specialized engineers working on a specific HSPD-12 PIV project/projects. Manages the development, implementation, and evaluation of complex designs, product construction and testing in order to ensure completion of project as efficiently and effectively as possible. Extensive experience in managing complex integration for multiple HSPD-12 PIV implementations requiring identity validation. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

SEL-002 Project Engineer III

Responsible for the completion of long-term HSPD-12 PIV engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance for PIV systems. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems. Requires a bachelor's degree and 6-8 years of experience in the field or in a related area. May require ongoing training in network/telecom seminars. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

SEL-003 Project Engineer II

Responsible for the completion of long-term HSPD-12 PIV engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance for PIV systems. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. May require ongoing training in network/telecom seminars. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

SEL-004 Project Engineer I

Responsible for the completion of long-term HSPD-12 PIV engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance for PIV systems. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. May require ongoing training in network/telecom seminars. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEL-006 CAD Drafter II

Transforms initial rough product designs using computer-aided design (CAD) into working documents in a HSPD-12 PIV implementation environment. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

SEL-005 CAD Drafter I

Transforms initial rough product designs using computer-aided design (CAD) into working documents in a HSPD-12 PIV implementation environment. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

SEL-007 Software Engineering Manager

Manages a team of software engineers to architect, design enterprise software products/operating systems for HSPD-12 PIV implementations. Writes product requirement documents, implements and tracks development timelines, negotiates feature sets with the development leads and product. Extensive experience with software interface requiring authentication and validation. Requires a bachelor's degree in a related area and at least 7 years of experience with software development in Java and C++, strong relational database knowledge. Knowledge of e-commerce infrastructure, customer relationship management, data warehousing, and business intelligence. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

SEL-008 Software Engineer IV

Designs, modifies, develops, writes and implements software programming applications for HSPD-12 PIV implementations. Supports and/or installs software applications/operating systems. Extensive experience with software interface requiring authentication and validation. Extensive experience with software interface requiring authentication and validation. Participates in the testing process through test review and analysis, test witnessing and certification of software. Designs, plans, and coordinates work teams. Provides technical support to project team members. Requires a bachelor's degree in a related area and 6-8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

SEL-009 Software Engineer III

Designs, modifies, develops, writes and implements software programming applications for HSPD-12 PIV implementations. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

SEL-010 Software Engineer II

Designs, modifies, develops, writes and implements software programming applications for HSPD-12 PIV implementations. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

SEL-011 Software Engineer I

Designs, modifies, develops, writes and implements software programming applications for HSPD-12 PIV implementations. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Requires a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

SEL-012 Software Support Manager

Oversees software support staff in a HSPD-12 PIV environment. Manages department budget to ensure goals are met. Establishes and maintains relationships with engineering and software development. Extensive experience in supporting multiple platform systems. Provides advanced troubleshooting skills to resolve technical problems. Researches, reports and corrects any quality assurance issues. Requires a bachelor's degree and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

SEL-013 Software Support Engineer III

Troubleshoots and develops technical solutions related to software and setup errors for field engineers, technicians, and customers in a HSPD-12 PIV environment. Extensive experience in supporting multiple platform systems. Creates workaround procedures when standard procedures have failed and ensures issues are resolved in a timely fashion. Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.

SEL-014 Software Support Engineer II

Troubleshoots and develops technical solutions related to software and setup errors for field engineers, technicians, and customers in a HSPD-12 PIV environment. Creates workaround procedures when standard procedures have failed and ensures issues are resolved in a timely fashion. Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEL-015 Software Support Engineer I

Troubleshoots and develops technical solutions related to software and setup errors for field engineers, technicians, and customers in a HSPD-12 PIV environment. Creates workaround procedures when standard procedures have failed and ensures issues are resolved in a timely fashion. Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEL-016 Network Engineer III

Assists in the development and maintenance of network communications in a HSPD-12 PIV environment. Has a full understanding of biometric and other means network user authentication and validation. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

SEL-017 Network Engineer II

Assists in the development and maintenance of network communications in a HSPD-12 PIV environment. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Has a full understanding of biometric and other means network user authentication and validation. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree in area of specialty and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

SEL-018 Network Engineer I

Assists in the development and maintenance of network communications in a HSPD-12 PIV environment. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

SEL-019 Field Service Engineer V

Installs, troubleshoots, and maintains products/equipment in a HSPD-12 PIV environment. Has extensive experience in access control, intrusion detection, and network authentication systems. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to a manager or head of a unit/department.

SEL-020 Field Service Engineer IV

Installs, troubleshoots, and maintains products/equipment in a HSPD-12 PIV environment. Has extensive experience in access control, intrusion detection, and network authentication systems. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

SEL-021 Field Service Engineer III

Installs, troubleshoots, and maintains products/equipment in a HSPD-12 PIV environment. Has extensive experience in access control, intrusion detection, and network authentication systems. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

SEL-022 Field Service Engineer II

Installs, troubleshoots, and maintains products/equipment in a HSPD-12 PIV environment. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SEL-023 Field Service Engineer I

Installs, troubleshoots, and maintains products/equipment in a HSPD-12 PIV environment. Trains employees, identifies, analyzes, and repairs product failures, orders and replaces parts as needed. Determines and recommends which products or services best fit the customers' needs. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

SEL-024 Engineer V

Provides expert consultation in one or more areas for the design, development and implementation of HSPD-12 PIV products and systems. Has extensive experience in the design and development of PIV Systems. Recognized as technical leader and resource. Recommends alterations and enhancements to improve quality of products and/or procedures. Responsible for all internal activities and product development. Requires a bachelor's degree in engineering and at least 8-10 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

SEL-025 Engineer IV

Provides expert judgment and analysis for the design, development and implementation of HSPD-12 PIV products and systems. Has extensive experience in the design and development of PIV Systems. Resolves highly complex technical issues and conducts advanced research. Recommends alterations to development and design to improve quality of products and/or procedures. Requires a bachelor's degree in engineering and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

SEL-026 Engineer III

Responsible for design, development, implementation, and analysis of HSPD-12 PIV products and systems. Has extensive experience in the design and development of PIV Systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. Requires a bachelor's degree in engineering and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

SEL-027 Engineer II

Responsible for design, development, implementation, and analysis of HSPD-12 PIV products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.

SEL-028 Engineer I

Responsible for design, development, implementation, and analysis of HSPD-12 PIV products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. May require a bachelor's degree in engineering and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

SEL-029 Engineering Aide III

Assists all levels of engineers with their tasks and assignments in a HSPD-12 PIV environment. May require a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

SEL-030 Engineering Aide II

Assists all levels of engineers with their tasks and assignments in a HSPD-12 PIV environment. May require a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

SEL-031 Engineering Aide I

Assists all levels of engineers with their tasks and assignments in a HSPD-12 PIV environment. May require a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

SEL-032 Consultant II

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Over eight years of progressive experience in participating in large and complex HSPD-12 PIV projects. Provides guidance and direction for specific sub-tasks of a HSPD-12 PIV implementation. Specific expertise in one or more of the key areas and knowledgeable in the others. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

SEL-033 Consultant I

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Up to four years of progressive experience in participating in large and complex HSPD-12 PIV projects. Supports specific sub-tasks of a HSPD-12 PIV implementation. Specific expertise in one or more of the key areas. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

SEL-034 IT Architect II

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Over eight years of progressive experience in participating in large and complex projects. Ability to translate client's business requirements into specific system, application or process designs for a HSPD-12 PIV implementation. Interfaces with client personnel and executives to identify functional requirements. Leads less experienced architects in design activities from requirements analysis through systems, application and/or process design specification.

SEL-035 IT Architect I

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Up to four years of progressive experience in participating in large and complex projects. Participates in translation of the client's business requirements into specific system, application or process designs for a HSPD-12 PIV implementation. Functions as a team member with client personnel to identify functional requirements. Participates in a wide range of design activities, from requirements analysis through systems, application and/or process design specification.

SEL-036 IT Specialist II

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Over eight years of progressive experience in participating in large and complex projects. Provides analytical ability and creativity in developing and implementing solution deliverables for a HSPD-12 PIV implementation. Provides technical advice to project managers and team leaders, and gives technical direction to team members. Delivers new and complex high quality solutions to clients in response to varying business requirements.

SEL-037 IT Specialist I

Bachelor's degree in Computer Science, Engineering, Information Systems, or other related field. Up to four years of progressive experience in participating in large and complex projects. Assists in delivery of high quality solutions to clients in response to specific business requirements for a HSPD-12 PIV implementation. Develops technical skills and absorbs professional knowledge quickly. Performs assigned technical tasks including study, analysis, programming, product installation. Has some specific product, technology, or industry-related specialized skills and works with proposals, requirements, designs, implementations and production projects/engagements. May use tools to analyze and implement portions of a customer solution.

SEL-038 Physical Security Analyst

Bachelor's degree or equivalent related experience. Have extensive experience with access control intrusion detection and CCTV integration. Over four years experience in physical security and control standards in relationship to safeguards for the protection of information from theft, modification, or destruction. Conducts formal program evaluations of agency and contractor facilities. Analyzes, designs, and evaluates complex security aspects of operating computer systems in a HSPD-12 PIV environment. Evaluates established criteria for access controls, storage, reproduction, transmission, and destruction of data. Examines and evaluates the type of hardware used and the vulnerability of information transmitted. Conducts cost benefit and other types of studies of current and contemplated operations to determine the security factors and implications. Recommends measures to reduce or eliminate areas of vulnerability.

SEL-039 Computer Security Specialist

Bachelor's degree or equivalent related experience. Has extensive experience in multiple authentication requirement for system access. Over four years experience in computer security and disaster recovery. Provides highly technical specialized guidance in management, design, development, implementation, and integration of systems applications in a HSPD-12 PIV environment. Ensures that vital information assets are properly protected from all levels of risk by recognizing all levels of work, using all methods possible to avoid disaster and create effective recovery methods to be used when a disaster occurs. Provides clear and practical methods for assessing all levels of risk of data loss, data theft, and privacy incursion. Presents extensive methods with which effective procedures may be built to protect against all but unpredictable or illogical loss of data.

SEL-040 Database Administrator Specialist

Bachelor's degree in Computer Science, Information Systems, or other related field. Has extensive experience in multiple authentication requirement for system access. Over six years of progressive experience in systems analysis and programming. Provides technical expertise in the analysis, design, development, implementation, and maintenance of database management systems (DBMS) for software application systems in a HSPD-12 PIV environment.

SEL-041 Trainer/Course Developer

Bachelor's degree or equivalent related experience. Have extensive experience in developing courses to PIV components (such as automated document authenticators, fingerprint verification, etc.). Over five years of progressive experience in participating in large and complex projects. Develops course and instructional materials to educate and instruct technical and non-technical personnel. Gathers and assembles information pertaining to subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials.

SEL-042 Configuration Management Specialist

Bachelor's degree in Computer Science, Information Systems, or other related field. Over eight years of progressive experience in systems planning, analysis, design, and development on large and complex projects. Evaluates and develops software standards for designing, coding, testing, validating, and documenting software applications for a HSPD-12 PIV implementation. Evaluates software tools to support software program development including test data generators, debuggers, version control aids, and programmer workbench methodology to include implementation of software applications.

SEL-043 Quality Assurance Specialist

Bachelor's degree in Computer Science, Information Systems, or other related field. Over seven years of progressive experience in systems planning, analysis, design, and development on large and complex projects. Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures for a HSPD-12 PIV implementation. Develops and defines characteristics of quality including quality metrics and scoring parameters.

SEL-044 Information Systems Training Specialist III

Organizes, conducts training, and educational programs for information systems or user personnel in a HSPD-12 PIV environment. Maintains records of training activities, employee progress and program effectiveness. Competent to work in all phases of information systems training. Bachelor's Degree or fifteen years of applicable training related experience. Ten years of directly related experience including management or leadership roles in successful efforts developing training programs, course curriculum, or training methodologies. Demonstrated the ability to lead highly qualified staffs in complex training related projects.

SEL-045 Information Systems Training Specialist II

Organizes, conducts training, and educational programs for information systems or user personnel in a HSPD-12 PIV environment. Maintains records of training activities, employee progress and program effectiveness. Competent to work in most phases of information systems training under general direction. Bachelor's Degree or eight years of applicable training related experience. Six years of directly related experience including leadership or participant roles in successful efforts developing training programs, course curriculum, or training methodologies. Have demonstrated the ability to contribute to the design of training curricula. Typically reports to a supervisor or manager.

SEL-046 Information Systems Training Specialist I

Organizes, conducts training, and educational programs for information systems or user personnel in a HSPD-12 PIV environment. Maintains records of training activities, employee progress and program effectiveness. Competent to work in some phases of information systems training under general direction. Bachelor's Degree or four years of applicable training related experience. Two years of directly related training experience including classroom instruction and roles in successful efforts to develop training courses. Typically reports to a supervisor or manager.

SEL-047 Systems Administrator II

Schedules, coordinates, assists, and oversees installations, upgrades, and maintenance for a HSPD-12 PIV implementation. Performs initial configuration and setup of system; monitors system resources daily; makes recommendations for upgrades; and trouble shoots hardware, software, and network problems within the system. Performs system tuning to enhance performance; develops backup schedules according to project and system requirements. Tests new and updated operating system software, system file fixes and major product enhancements. Reconfigures system and COTS software as required. Configures project and user environments; adds, deletes and modifies user accounts and user groups. Configures system security according to all appropriate security regulations and standards. AA or equivalent certified technical training plus three years experience (or BS plus one year) experience administering a large LAN system or in providing installation and operations support of complex network and computer operating systems. Minimum one year as Task Leader.

SEL-048 Systems Administrator I

Monitors system resources daily and trouble shoots hardware, software, and network problems in a HSPD-12 PIV environment. Tests new and updated operating system software, system file fixes and major product enhancements. Provides technical assistance to identify and analyze critical problems and issues in corporate systems. Reconfigures system and COTS software as required. Configures project and user environments; adds, deletes and modifies user accounts and user groups.

SEL-049 Administrative Assistant II

Conducts administrative duties on a HSPD-12 PIV project and other administrative duties as required. Performs administrative and project support in areas of program management, project control, report generation, scheduling and financial management. Exercises judgment in accomplishing tasking, and works independently. Over six years experience in performing administrative tasks, including familiarity with the Microsoft Office Suite (Word, Excel, and PowerPoint). Must have High School Diploma or equivalent.

SEL-050 Administrative Assistant I

Conducts administrative duties on a HSPD-12 PIV project and other administrative duties as required. Performs administrative and project support in areas of program management, project control, report generation, scheduling and financial management. Exercises judgment in accomplishing tasking, and works under limited supervision. Over three years experience in performing administrative tasks, including familiarity with the Microsoft Office Suite (Word, Excel, and PowerPoint). Must have High School Diploma or equivalent. AA or equivalent certified technical training plus two years experience (or HS plus four years) experience administering a LAN system or in providing installation and operations support of network and computer operating systems.

SEL-051 Fire Alarm System Tech IV

Must possess the basic skills of Fire Alarm Tech III. Organizes and directs network or hardware installations. Assesses and documents current site network configuration and user requirements. Directs and leads preparation of engineering plans and site installation technical design packages. Develops installation schedules. Mobilizes installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares IT site installation and test reports. Coordinates post installation operations and maintenance support. Candidate will possess 6 years of experience as a technician and/or education and training.

SEL-052 Fire Alarm System Tech III

Must possess the basic skills of Fire Alarm Tech II. Independently conducts site surveys. Assesses and documents current site network configuration and user requirements. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Prepares drawing and documenting configuration changes at the site. Prepares IT site installation and test reports. Candidate will possess 4 years of experience as a technician and/or education and training.

SEL-053 Fire Alarm System Tech II

Must possess the basic skills of Fire Alarm Tech I. Conducts site surveys. Assesses and documents current site network configuration and user requirements. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Prepares drawing and documenting configuration changes at the site. Prepares IT site installation and test reports. Candidate will possess 3 years of experience as a technician and/or education and training.

SEL-054 Fire Alarm System Tech I

Must possess a basic working knowledge of fire alarm systems, their components and troubleshooting (2 or more years experience). Must possess NICET Level I certification or be able to attain within one year of employment. Must have a strong background in electronics, with experience (2 or more years) with Commercial Fire Systems. Must possess a basic understanding of MS Windows and Office Suite. Must be able to work independently, is trustworthy, reliable, and focused on customer service.

SEL-S055 System Tech IV

Must possess the basic skills of System Tech III. Organizes and directs network or hardware installations. Assesses and documents current site network configuration and user requirements. Directs and leads preparation of engineering plans and site installation technical design packages. Develops installation schedules. Mobilizes installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares IT site installation and test reports. Coordinates post installation operations and maintenance support. Candidate will possess 6 years of experience as a technician and/or education and training.

SEL-S056 System Tech III

Must possess the basic skills of System Tech II. Independently conducts site surveys. Assesses and documents current site network configuration and user requirements. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Prepares of drawing and documenting configuration changes at the site. Prepares IT site installation and test reports. Candidate will possess 4 years of experience as a technician and/or education and training.

SEL-S057 System Tech II

Must possess the basic skills of System Tech I. Conducts site surveys. Assesses and documents current site network configuration and user requirements. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Prepares of drawing and documenting configuration changes at the site. Prepares of IT site installation and test reports. Candidate will possess 3 years of experience as a technician and/or education and training.

SEL-S058 System Tech I

Must possess a basic working knowledge of security systems, their components and troubleshooting (2 or more years experience). Must possess Apprentice Level I certification or be able to attain within one year of employment. Must have a strong background in electronics, with experience (2 or more years) with Commercial Security Systems. Must possess a basic understanding of MS Windows and Office Suite. Must be able to work independently, is trustworthy, reliable, and focused on customer service.

SIN 132-62 GSA LABOR RATES

Labor Category Number	Labor Category	GSA Hourly Rate
SEI-001	Project Engineering Manager	\$213.37
SEI-002	Project Engineer III	\$175.68
SEI-003	Project Engineer II	\$171.83
SEI-004	Project Engineer I	\$150.75
SEI-005	CAD Drafter II	\$78.84
SEI-006	CAD Drafter I	\$72.26
SEI-007	Software Engineering Manager	\$200.03
SEI-008	Software Engineer IV	\$162.77
SEI-009	Software Engineer III	\$141.18
SEI-010	Software Engineer II	\$118.78
SEI-011	Software Engineer I	\$95.87
SEI-012	Software Support Manager	\$170.23
SEI-013	Software Support Engineer III	\$138.90
SEI-014	Software Support Engineer II	\$109.64
SEI-015	Software Support Engineer I	\$87.84
SEI-016	Network Engineer III	\$145.59
SEI-017	Network Engineer II	\$120.87
SEI-018	Network Engineer I	\$100.46
SEI-019	Field Service Engineer V	\$164.30
SEI-020	Field Service Engineer IV	\$133.25
SEI-021	Field Service Engineer III	\$108.43
SEI-022	Field Service Engineer II	\$89.05
SEI-023	Field Service Engineer I	\$74.08
SEI-024	Engineer V	\$177.88
SEI-025	Engineer IV	\$153.34
SEI-026	Engineer III	\$131.86
SEI-027	Engineer II	\$113.62
SEI-028	Engineer I	\$94.99
SEI-029	Engineering Aide III	\$88.66

Labor Category Number	Labor Category	GSA Hourly Rate
SEI-030	Engineering Aide II	\$78.41
SEI-031	Engineering Aide I	\$65.61
SEI-032	Consultant II	\$159.46
SEI-033	Consultant I	\$142.25
SEI-034	IT Architect II	\$130.26
SEI-035	IT Architect I	\$102.45
SEI-036	IT Specialist II	\$120.91
SEI-037	IT Specialist I	\$102.45
SEI-038	Physical Security Analyst	\$160.03
SEI-039	Computer Security Specialist	\$144.35
SEI-040	Database Administrator Specialist	\$141.96
SEI-041	Trainer/Course Developer	\$167.57
SEI-042	Configuration Management Specialist	\$113.80
SEI-043	Quality Assurance Specialist	\$120.91
SEI-044	Information Systems Training Specialist III	\$130.44
SEI-045	Information Systems Training Specialist II	\$117.35
SEI-046	Information Systems Training Specialist I	\$99.57
SEI-047	Systems Administrator II	\$164.33
SEI-048	Systems Administrator I	\$128.63
SEI-049	Administrative Assistant II	\$106.69
SEI-050	Administrative Assistant I	\$88.90
SEI-051	Fire Alarm System Tech IV	\$113.80
SEI-052	Fire Alarm System Tech III	\$99.57
SEI-053	Fire Alarm System Tech II	\$85.35
SEI-054	Fire Alarm System Tech I	\$71.12
SEI-055	System Tech IV	\$113.80
SEI-056	System Tech III	\$99.57
SEI-057	System Tech II	\$85.35
SEI-058	System Tech I	\$71.12

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Systems Engineering, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **(Roy L. Hayes, Tel (571) 434-6943, Fax (571) 434-7554, Email:royhayes@earthlink.net).**

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

*

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.